

**FAX QUOTATION:**


**Vendor Name:** \_\_\_\_\_

Date: \_\_\_\_\_

**Vendor Signature:**\_\_\_\_\_

**Vendor Phone:**\_\_\_\_\_

**Vendor Fax:** \_\_\_\_\_

QUOTATION REQUEST DUE DATE: <b>09/02/16 @ (CT)12:00</b>				REQUEST FOR QUOTATION <b>#FQ F058</b>	
Request for Quotation on Item(s) as specified below.				Return to: BREC PURCHASING DEPT. 6201 Florida Blvd. Baton Rouge, LA 70806 Phone: (225) 272-9200, Ext. 581 FAX: (225) 388-3088	
Please FAX/Email Quote to: <b>FAX #: (225) 388-3088</b> <b>ATTN: Dedra P. Fountain</b> <b>Email: dfountain@brec.org</b>					
Please return this form stating <b>"NO Bid"</b> if you are not bidding to remain on our bidders list.					
QTY	DESCRIPTION	QTY	UNIT PRICE	TOTAL	
1	<i>This is a fax quote for <b>NON-ETHANOL ONLY GAS UNLEADED GASOLINE</b></i>  <b>A. Greenwood Community Park</b> Gibbens Road at Rafe Myer Road Baker, LA 70714 <b>BEFORE VENDOR DELIVERS FUEL AT GREENWOOD MAINTENANCE, PLEASE CALL MATTHEW BOWMAN (413-6753)</b> See Terms and Conditions for Special delivery instructions.)  <b>B. Plank Road Park</b> 19550 Plank Road Baton Rouge, LA 70791 <b>BEFORE VENDORS DELIVIERY PLEASE CONTACT JAMES TRELOAR AT (225) 362-9986</b> See Terms and Conditions for Special delivery instructions.)  <b>C Forest Community Park</b> 13900 South Harrell's Ferry Road Baton Rouge, LA 70816 <b>BEFORE VENDOR DELIVERS FUEL AT FOREST MAINTENANCE PLEASE CALL</b>	1500 <hr/> 1200 <hr/> 1000 <hr/>	\$ _____  \$ _____  \$ _____	\$ _____  \$ _____  \$ _____	

	<p><b>Gwen Mayor/Neil Romaine at (225)413-5577.</b> See Terms and Conditions for Special delivery instructions.)</p>			
2.	<p><b>NON TAXABLE DIESEL</b></p>			
	<p><b>A. Greenwood Community Park</b></p>			
	<p>Gibbens Road at Rafe Myer Road Baker, LA 70714</p>	<p>600</p>	<p>\$ _____</p>	<p>\$ _____</p>
	<p><b>BEFORE VENDOR DELIVERS FUEL AT GREENWOOD MAINTENANCE, PLEASE CALL MATTHEW BOWMAN (413-6753)</b> See Terms and Conditions for Special delivery instructions.)</p>			
	<p><b>B. Plank Road Park</b></p>			
	<p>19550 Plank Road Baton Rouge, LA 70791</p>	<p>500</p>	<p>\$ _____</p>	<p>\$ _____</p>
	<p><b>BEFORE VENDORS DELIVIERY PLEASE CONTACT JAMES TRELOAR AT (225)362-9986</b> See Terms and Conditions for Special delivery instructions.)</p>			
	<p><b>C. Forest Community Park</b></p>			
	<p>13900 South Harrell's Ferry Road Baton Rouge, LA 70816</p>	<p>900</p>	<p>\$ _____</p>	<p>\$ _____</p>
	<p><b>BEFORE VENDOR DELIVERS FUEL AT FOREST MAINTENANCE PLEASE CALL Gwen Mayor/Neil Romaine at (225)413-5577.</b> See Terms and Conditions for Special delivery instructions.)</p>			
3.	<p><b>TAXABLE DIESEL</b></p>			
	<p><b>A. Farr Park Maintenance Shop</b></p>			
	<p>6402 River Road Baton Rouge, LA 70820</p>	<p>1000</p>	<p>\$ _____</p>	<p>\$ _____</p>
	<p><b>BEFORE VENDOR DELIVERS FUEL AT FARR MAINTENANCE PLEASE CALL MIKE JONES (241-1696)</b> (See Terms and Conditions for Special delivery instructions.)</p>			

	<p><i>See attached Terms and Conditions</i> ..... <i>Literature should be returned with bid, or submitted within 24 hours upon request.</i></p> <p><i>Vendor is to include with bid any deviations from the specified item.</i> <u><i>DELIVER TO:</i></u> <b><i>BREC</i></b> <b><i>6201 Florida Blvd.</i></b> <b><i>Baton Rouge, LA 70806</i></b></p>			
--	---	--	--	--

**INSTRUCTIONS TO BIDDERS**

1. Terms and Conditions: This solicitation contains all terms and conditions with respect to the commodities and/or bid specifications herein. Any vendor contracts, forms, terms or other materials submitted with bid may cause bid to be rejected. Any bidder modifications to published terms and conditions of BREC bids may also cause bid to be rejected.
2. The Purchase Order, whether verbal or written, is the only binding contract to be issued against this bid. Signing of vendor's forms is not allowed.
3. Bid prices shall include delivery of all items FOB: Destination, or as otherwise provided. Payment is to be made within 30 days after receipt of properly executed invoice or delivery, whichever is later.
4. By signing the bid, the bidder certifies compliance with all Instructions to Bidders, terms, conditions and specifications, and further certifies that this bid is made without collusion or fraud. This bid is to be manually signed in ink by a person authorized to bind the vendor. Other means of submittal is through our electronic bid system.
5. Bidders proposing an equivalent brand or model should submit supporting documentation with the bid (such as illustrations, descriptive literature, etc.) sufficient for BREC to evaluate quality, suitability and compliance with the specifications, and to support the equivalent brand or model substitution proposed in your bid. Failure to note exceptions on the bid form will not relieve the successful bidder from supplying the actual products requested.
6. BREC reserves the right to award items separately, grouped or on an all-or-none basis and to reject any or all bids and waive any informalities.
7. Prices: Unless otherwise specified by BREC in the solicitation, bid prices must be complete, including transportation prepaid by bidder to destination and bid prices shall be firm for acceptance for a minimum of 30 days. If accepted, prices must be firm for the contractual period. Bids other than FOB Destination may be rejected.
8. Vendor is responsible for including all applicable taxes in the bid price, such as LA Excise Gas, Federal Lust, Federal Oil Spill and LA Inspection. BREC is exempt from all other state and local sales and use taxes.
9. Unless specifically called for in the solicitation, all products for purchase must be new, never previously used, and the current model and/or packaging. No remanufactured, demonstrator, used or irregular product will be considered for purchase unless otherwise specified in the solicitation. The manufacturer's standard warranty will apply, unless otherwise specified in the solicitation.
10. BREC reserves the right to cancel any contract, in accordance with Purchasing rules and regulations, for cause, including, but not limited to, the following: a) Failure to deliver within the time specified in the contract; b) Failure of the product or service to meet specifications, conform to sample quality or to be delivered in good condition; c) Misrepresentation by the contractor; d) Fraud, collusion, conspiracy or other unlawful means of obtaining any contract with BREC; e) Conflict of contract provisions with constitutional or statutory provisions of State or Federal law; f) Any other breach of contract.
11. All contracts shall be construed in accordance with and governed by the laws of the State of Louisiana.
12. Bid Bond is NOT required for this bid, unless otherwise stated in bid documents.
13. BREC is an Equal Opportunity Employer. The Bidder is encouraged to utilize minority participation in this contract to the extent possible through the use of small, disadvantaged and women-owned businesses as suppliers or subcontractors.
14. If bidding other than as specified, sufficient literature should be enclosed with the bid in order to determine quality, suitability, and compliance with the specifications.
15. Vendor is to return all pages of bid.
16. Vendor is to call each BREC location prior to delivery (Contact information will be provided for each location).
17. All Golf Course deliveries shall be between the hours of 7:00AM and Noon (CST).
18. Vendors' Drivers are to contact the Clerk in the Maintenance at each BREC location before depositing any fuel for verification.

19. In order to receive ACH payments, you must complete the attached ACH Vendor Payment Authorization Agreement form. Please return the completed form to the Accounts Payable Department via email (Accountspayable@brec.org).

## **Insurance Requirements**

The Contractor shall purchase and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, employees or subcontractors.

### **A. Minimum Scope and Limits of Insurance**

#### **1. Workers Compensation**

Workers Compensation insurance shall be in compliance with the Workers Compensation law of the State of the Contractor's headquarters. Employers Liability is included with a minimum limit of \$500,000 per accident/per disease/per employee. If work is to be performed over water and involves maritime exposure, applicable LHWCA, Jones Act, or other maritime law coverage shall be included and the Employers Liability limit increased to a minimum of \$1,000,000. A.M. Best's insurance company rating requirement may be waived for workers compensation coverage only.

#### **2. Commercial General Liability**

Commercial General Liability insurance, including Personal and Advertising Injury Liability, shall have a minimum limit per occurrence of \$1,000,000 and a minimum general aggregate of \$2,000,000. The Insurance Services Office (ISO) Commercial General Liability occurrence coverage form CG 00 01 (current form approved for use in Louisiana), or equivalent, is to be used in the policy. Claims-made form is unacceptable.

#### **3. Automobile Liability**

Automobile Liability Insurance shall have a minimum combined single limit per occurrence of \$1,000,000. ISO form number CA 00 01 (current form approved for use in Louisiana), or equivalent, is to be used in the policy. This insurance shall include third-party bodily injury and property damage liability for owned, hired and non-owned automobiles.

### **B. Other Insurance Provisions**

The policies are to contain, or be endorsed to contain, the following provisions:

#### **1. General Liability and Automobile Liability Coverage**

- a. BREC, its officers, agents, employees and volunteers shall be named as an additional insured as regards negligence by the contractor. ISO Form CG 20 10 (current form approved for use in Louisiana), or equivalent, is to be used when applicable. The coverage shall contain no special limitations on the scope of protection afforded to BREC.
- b. The Contractor's insurance shall be primary as respects to BREC, its officers, agents, employees and volunteers. Any insurance or self-insurance maintained by BREC shall be excess and non-contributory of the Contractor's insurance.
- c. Any failure of the Contractor to comply with reporting provisions of the policy shall not affect coverage provided to BREC, its officers, agents, employees and volunteers.
- d. The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the policy limits.